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FOR THE FIRST CIRCUIT

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NOTICE OF REVISION TO TRANSCRIPT REPORT/ORDER FORM

Effective January 12, 2004, the Clerk's Office has adopted a new transcript report/order form and revised the procedure for ordering and obtaining transcripts for cases on appeal. [Click here](#) to view the new form. **This form must be filed in all appeals in which the notice of appeal was filed on or after January 12, 2004 and in all appeals that are docketed by the Clerk's Office on or after January 12, 2004.**

The **Transcript Report/Order Form** has been modified from a multi-part to a one-page form with detailed instructions on the back. The form is still divided into two sections -- the first to report that a transcript is not necessary on appeal or that the transcript is already on file in the district court and the second to order the transcript. While the procedure for filing a transcript report has not significantly changed, the procedure for ordering transcripts has been substantially streamlined.

Highlights of the changes to the form and the procedure follow.

Transcript Report

- The instructions page now clarifies that appellant must file two copies of the **Transcript Report** in the Clerk's Office within 14 days after the case is docketed.
- If appellant indicates that the transcript is already on file, then the report must list each transcript by district court docket entry number and the date and the type of the proceeding transcribed.

Transcript Order

- The **Transcript Order Form** no longer requires the court reporter's signature to make it complete. Within ten days of filing the notice of appeal, appellant must order the transcript from the court reporter, using the **Transcript Order Form**, and make satisfactory arrangements for payment. Within 14 days of the Court of Appeals docketing the case, appellant must file a copy of the **Transcript Order Form** in the Court of Appeals as proof of ordering the transcript.
- The form has been substantially revised to encourage parties to be as specific as possible about the transcripts they are ordering.
- Upon receipt of a transcript order, the Court of Appeals will send a **Transcript Order**

Acknowledgment to the court reporter. If the transcript order is unacceptable to the court reporter, the court reporter will return the acknowledgment form noting the problems with the order, and the Court of Appeals will then require the filer to submit an acceptable order form to the court reporter.

- Once the court reporter has completed the transcript, he or she will file a **Certification Form** indicating that the transcript has been filed in the district court.

Transcript Order in CJA Cases

- Court-appointed counsel ordering transcripts at government expense must complete a **Transcript Order Form** and a **CJA Form 24**, Authorization and Voucher for Payment of Transcript.
- Both forms must be filed in the Court of Appeals within 14 days after the case is docketed. The forms should not be sent to the court reporter since the transcript voucher must be authorized before the order can be placed with the court reporter.
- The Clerk's Office will forward the **Transcript Order Form** and authorized **CJA Form 24** to the court reporter.